

25 August 1961

MEMORANDUM FOR: Chief, Liaison Staff, CR

SUBJECT : Copies of State Department's "Memorandum of Conversation"

1. Subject documents are received via the regular distribution system when "CIA" is indicated as an official recipient. When "CIA" is not so indicated, copies are received on a selected basis via the State Liaison Officer.

2. Because of long standing arrangements, the copies received via your staff are stamped: "Limited Use - For Background Only. Prior clearance thru OCR required for any use outside CIA." It does not matter whether the document involved is classified or unclassified. Also, as stipulated by your Liaison Officer, these copies are not coded for the Intellofax System or made available to the CIA Library for reference retrieval.

3. I feel that any restrictions the State Department wishes to impose on the use of the information contained in the "Memorandum of Conversation" documents should be indicated on the documents by them. Such restrictions of use would of course be observed by this Agency, but we would be able to index them if appropriate into our reference system and retrieve specific items if needed.

4. Will you please review with the State Department the procedure for obtaining these documents with a view of making the necessary arrangements to receive them in a regular manner with any restrictions as to their use appropriately indicated on the individual documents involved.

State Dept. declassification & release instructions on file

STATINTL


Chief, Document Division, CR

cc: AD/CR
Chief, Analysis Branch
Chief, Control Branch